

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION
Classification Standard

Occ. Code 9125900

Agency Emergency Management Coordinator, Grade 23 9125900
Agency Emergency Management Supervisor, Grade 25 9126000

Brief Description of Class Series

Positions in this series prepare emergency planning, response, recovery, and continuity of operations plans, and ensure the implementation and compliance of National Incident Management System requirements.

Distinguishing Characteristics

Agency Emergency Management Coordinator: full performance level; under the general direction of the executive team, serves as an agency's executive liaison or representative on State disaster and emergency commissions, councils, and task forces; prepares an agency's emergency plan, which includes emergency response, disaster recovery, and continuity of operations plans; and ensures that all agency employees receive training relative to their position and function during an emergency.

Agency Emergency Management Supervisor: supervisory level; under the general direction of the executive team, provides supervision and management of the Office of Emergency Management at the Department of Labor, including the direct supervision of professional staff.

Illustrative Tasks

Agency Emergency Management Coordinator

Serves as an agency's executive liaison with State, local, and federal disaster operations (e.g., Division of Homeland Security and Emergency Services, county emergency preparedness agencies, and the Federal Emergency Management Agency).

Coordinates efforts with emergency management and disaster preparedness governmental and related organizations to ensure effective implementation of an agency's emergency management preparedness program and compliance with laws and regulations.

Provides agency-wide administrative oversight for emergency management and planning.

Develops and updates an agency's Comprehensive Emergency Management and Continuity of Operations Plans.

Ensures an agency's continued implementation and compliance with components of the National Incident Management System.

In the event of an emergency, coordinates response, identifies resource needs, and communicates needs in accordance with the Incident Command System.

Provides training to all employees to support agency emergency preparedness and continuity of operations.

Produces correspondence, reports, presentations, and other materials related to emergency management and disaster preparedness.

May develop monitoring systems and perform site visits to ensure that the process of threat or hazard identification and control is continually and properly implemented.

Agency Emergency Management Supervisor

Performs all of the duties and responsibilities of Agency Emergency Management Coordinator.

Performs the full range of supervisory duties including approving leave and tracking time and attendance; identifying staff development needs; evaluating staff performance; and completing performance evaluations.

Minimum Qualifications

Agency Emergency Management Coordinator

Open Competitive and Non-Competitive: Bachelor's degree and three years of experience in planning, directing or coordinating emergency or disaster services in an appropriate occupational area. At the Department of Agriculture & Markets, the occupational area is experience in public or private organizations related to pets, livestock, or the farming, horticulture or agricultural industry, or public events such as conventions, fairs, or conferences. At the Office for People With Developmental Disabilities, the occupational area is experience in public or private organizations related to developmentally disabled individuals. At the Office for Children and Family Services, the occupational area is experience in public or private organizations related to child welfare, day care, or juvenile justice facilities.

Agency Emergency Management Supervisor

Non-Competitive: Bachelor's degree in one of the following: Business Administration, Disaster or Emergency Management Preparedness, Civil Engineering, Environmental Studies, Human Services, Social Services, Psychology, Sociology, Communication, Urban Planning, Regional Planning or Public Administration; AND four years of professional experience in emergency management/disaster preparedness in planning, training, administering, directing or coordinating emergency management or disaster preparedness services with or for public or private organizations including two years in a supervisory or management capacity.

*Substitution: Master's degree in one of the fields listed above may be substituted for one year of experience. A major or Certificate in Emergency Services Management or leadership in authoring the New York State Comprehensive Emergency Management Plan or a portion thereof may be substituted for up to six additional months of experience.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 10/2023

SDP

Parenthetical Attachment

Agency Emergency Management Coordinator (ITS)
Agency Emergency Management Supervisor (ITS)

Incumbents of these positions coordinate ITS emergency response in accordance with State and ITS emergency and disaster procedures; assess the scope of the emergency activation and determine staffing needs in coordination with ITS networking managers; maintain inventory of ITS emergency response equipment and deployment during activation; maintain current lists of contacts at State, federal, and local level in the event of emergency activation; research and evaluate emergency response plans and data for response, assess compatibility with existing State plans, and obtain approval from ITS executives; develop emergency response field operating guides and job aids; schedule and monitor testing of emergency response plans, training exercises, quarterly updates, and annual certification of plans; serve as liaison with a variety of emergency preparedness related boards. Agency Emergency Management Coordinator (ITS) functions at the full performance level; Agency Emergency Management Supervisor (ITS) is a supervisory level title.

Minimum Qualifications

Agency Emergency Management Coordinator (ITS)

Non-Competitive: seven years of experience* in a large-scale Information Technology (IT) environment administering and coordinating IT related activities and functions, including three years of experience in planning, developing, directing or coordinating emergency or disaster response services.

Agency Emergency Management Supervisor (ITS)

Non-Competitive: eight years of experience* in a large-scale Information Technology (IT) environment administering and coordinating IT related activities and functions, including three years of experience in planning, developing, directing or coordinating emergency or disaster response services.

*Substitutions for general experience: bachelor's degree for four years; associate's degree for two years; master's degree for an additional year; Ph.D. for an additional two years.